

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

Application Number _____

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: January 12, 1982

82 DOL-4

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

JAN 22 1982 77-218-A JAN 27 1982

Record Series Title: Interstate Unemployment Insurance
Claim Files (77-218A)

Person to Contact: Lawrence Lee

Item number to be amended: 12

Telephone No. 656-3195

Reads as follows: When benefit year ends, cut off at end of calendar quarter, hold in current files area 1 year; then transfer to State Records Center; hold 2 years; then destroy.

Amended to read: When benefit year ends, cut off at end of calendar quarter, then transfer to State Records Center; hold three (3) years; then destroy.

Reason for change: To save money and to adjust to lack of space in Health building.

AUTHORITY:

Division Director/Designee

Lawrence Lee MGR/I/S

Date 1/15/82

Records Management Officer (RM&C)

M. Kucha

Date 1/12/82

ESA Director:

Walter Brown

Date _____

State Auditor/Designee:

Wm. D. Smith

Date 1-26-82

Secretary of State/Designee:

Carroll Hart

Date 1-25-82

Attorney General/Designee:

Henry H. Hays

Date 1-26-82

RECEIVED
JAN 20 1982

ESA-143 (3/80)



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

June 13, 1978

Application Number

1. Agency Address

Georgia Department of Labor
Unemployment Insurance Division
Interstate Claims - Room 178
State Labor Building
Atlanta, Ga. 30334

FOR RECORDS MANAGEMENT USE

Application Number

77-218-A

Date Received

JUN 22 1978

Date Completed

JUL 12 1978

2. Person to Contact

Laurance W. Lee

Working Title

Manager

Telephone Number

656-3197

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 77-218 Check One: ☐ Change; ☒ Supersede; ☐ Void

4. Dates of Series

Earliest

Latest

1975

Present

5. Records Series Title (followed by title used in office; if different)

Interstate Unemployment Insurance Claim Files.

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers, and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own and when they comply with certain eligibility requirements of the law.

The Interstate Claims Unit is responsible for administering payments under the Unemployment Claims, Unemployment Claims Federal Employee, and Unemployment Claims Ex-Serviceman Programs. The unit receives and processes claims for non-resident individuals but whose former employer is located within the State. The unit determines eligibility for benefits, if any and reviews and processes certifications requiring benefit payments.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: processing unemployment insurance benefit claims for non-resident individuals whose former employer is located within the State of Georgia.

Included are: See attached.

File is arranged: chronologically by calendar quarter, thereunder numerically by last four digits of social security number.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 100; Seven to twelve months old 50; Thirteen to twenty-four months old 25;
twenty-five months and older 10?

9. Annual Rate of Accumulation of Records

Letter-size drawers 271; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Georgia Employment Security Law - Ga. Code Annotated 54-642, 1 M
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 3 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Part 5 of the Employment Security Manual Section 9193.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

When benefit year ends, place in inactive file; cut off inactive file at end of each calendar quarter; hold in current files area 1 year; then transfer to State Records Center; hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Greene, Lyle</i>	6-20-78	<i>John C. Arnold</i>	6-20-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-11-78
		Secretary of State/Designee	7-7-78
		Attorney General/Designee	7-12-78

7. Records Series Description

- A. If filing a regular Unemployment Insurance Claim may include: "Claim Record Card" form ESA-405 (R 4/76) which lists claimants name, employer, and base period wage record; "New/Additional Claim" form ESA-403 CC/D (R 9/75) which lists claimants name, employer, claimant's statement and examiner's decision; "Employment Security Agency Determination" form ESA-442 (R 4/76) which list claimants name, employer, and examiners determination; "Request for Wage Investigation" form ESA-409 (R 12/75) which lists claimants name, employer, and wages earned information; "Request for Wage and Separation Information" form ESA-404 (12/71) which lists claimants name, base period wages and reason for separation or nonpay status; "Initial Interstate Claim" form 1B-1 (R 12/74) which lists claimants name, identification information, and work record; "Continued Interstate Claim" form 1B-2 (R 9/72) which lists claimants name, claim for, week indicated and amount; "Request for Transfer of Wages" form 1B-4 (Rev 11/71) which lists claimants name, requesting state information and reply, work history, and total base period wages; "Interstate Memorandum" form 1B-13 (R 1/60) which lists claimants name, and request and reply information between states.
- B. If filing a Transitional Period Claim also may include: "Request for Employer Wage and Separation Information" form TPC-1 (1/78) which lists claimants name, employer, wages earned and reason for separation; "Request for Employer Information on CETA Employees" form TPC 1A (1/78) which lists claimants name, and indicates the type of CETA employment; "Claimant's Certification of Wages" form TPC-2 (1/78) which lists claimants name, employer(s) and wages earned.
- C. If filing a Special Unemployment Assistance Claims also may include: "Initial Claim" form SUA-1 (R 1/77) which lists claimants name, employer, and wages earned; "Request for Employer Wage and Separation Information" form SUA-3 (R 1/77) which lists claimants name, employer, base period report fo wages, and reason for separation; "Claimants Certification of Wages" form SUA-2 (R 1/77) which lists claimants name, gross wages received, employer, and base period report of wages; and "Request for Re-Employment Status fo Non-Professional Employee" form SUA-3A (4/77) which lists claimants name and certification of job availability from employer.
- D. If filing an Unemployment Compensation for Federal Employees or Ex-Serviceman Claims also may include: "Request for information or Reconsideration of Federal Findings" form ES-934 (MA 8-33) (R 2/73) which lists claimants name, identification data, reason for request, and Federal agency reply; "Request for Separation Information for Additional Claim" form ES-931A (MA 8-35) (R 9/71) which lists claimants name, identification data, Federal agency reply and certification of report findings; "Request for Wage and Separation Information" form ES-931 (MA 8-36) (R 9/72) which lists claimants name, identification data, base period wages, and terminal annual leave and separation information.
- E. Files also may include various forms used by other States in processing claims and any correspondence to and from individual making claim.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. GEORGIA EMPLOYMENT SECURITY LAW - GA CODE ANNOTATED 54-642, 1 M
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 3 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Part 5 of the Employment Security Manual Section 9193

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

inactive

When benefit year ends, place in inactive file; cut off/file end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency _____/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	7-19-77	<i>[Signature]</i>	7-19-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	8-16-77
State Auditor/Designee		<i>[Signature]</i>	8-12-77
Secretary of State/Designee		<i>[Signature]</i>	8-22-77
Attorney General/Designee		<i>[Signature]</i>	

7. Records Series Description

* Included maybe "Claim Record Card" form ESA-405 (R 4/76) which lists claimants name, employer, and base period wage record; "New/Additional Claim" form ESA-403 CC/D (R 9/75) which lists claimants name, employer, claimant's statement and examiner's decision; "Employment Security Agency Determination" form ESA-442 (R 4/76) which lists claimants name, employer, and examiners determination; "Request for Wage Investigation" form ESA-409 (R 12/75) which lists claimants name, employer, and wages earned information; "Request for Wage and Separation Information" form ESA-404 (12/71) which lists claimants name, base period wages, and reason for separation or nonpay status; "Initial Interstate Claim" form 1B-1 (R 12/74) which lists claimants name, identification information, and work record; "Continued Interstate Claim" form 1B-2 (R 9/72) which lists claimants name, claim for week indicated and amount; "Request for Transfer of Wages" form 1B-4 (Rev 11/71) which lists claimants name, requesting state information and reply, work history, and total base period wages; "Interstate Memorandum" form 1B-13 (R 1/60) which lists claimants name, and request and reply information between States. If filing for special unemployment assistance: "Initial Claim" form SUA-1 (R 1/77) which lists claimants name, employer, and wages earned; "Request for Employer Wage and Separation Information" form SUA-3 (R 1/77) which lists claimants name, employer, base period report of wages, and reason for separation; "Claimants Certification of Wages" form SUA-2 (R 1/77) which lists claimants name, gross wages received, employer, and base period report of wages; and "Request for Re-Employment Status of Non-Professional Employee" form SUA-3A (4/77) which lists claimants name and certification of job availability from employer. If Federal employee: "Request for Information or Reconsideration of Federal Findings" form ES-934 (MA 8-33) (R 2/73) which lists claimants name, identification data, reason for request, and Federal agency reply; "Request for Separation Information for Additional Claim" form ES-931A (MA 8-35) (R 9/71) which lists claimants name, identification data, Federal agency reply and certification of report findings; "Request for Wage and Separation Information" form ES-931 (MA 8-36) (R 9/72) which lists claimants name, identification data, base period wages, and terminal annual leave and separation information. File also may include various forms used by other States in processing claims and any correspondence to and from individual making claim.



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

1. Agency Address

Georgia Department Of Labor
Unemployment Insurance Division
Interstate Claims - Room 178
State Labor Building
Atlanta, Georgia 30334

FOR RECORDS MANAGEMENT USE

Application Date

June 13, 1977

Application Number

Application Number

77-218

Date Received

JUL 20 1977

Date Completed

AUG 31 1977

2. Person to Contact

David M. Harper

Working Title

Manager

Telephone Number

656-3195

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1974

Present

5. Records Series Title (followed by title used in office, if different)

Interstate Unemployment Insurance Claim Files.

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers, and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own and when they comply with certain eligibility requirements of the law.

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11. Retention Requirements

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- | | | | |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 3 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Part 5 of the Employment Security Manual Section 9193

12. Approved Disposition Instructions

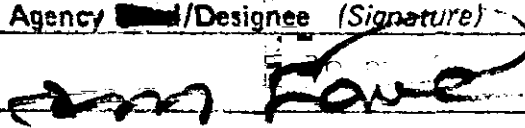
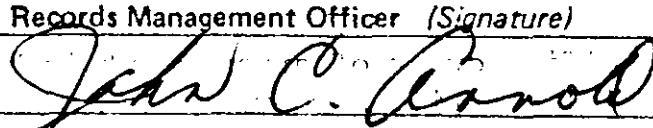
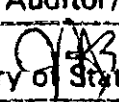
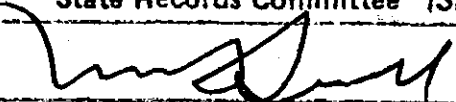


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☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

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Agency  /Designee (Signature)	Date 7-19-77	Records Management Officer (Signature) 	Date 7-19-77
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
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